



Division of Licensing Services
Office of Child Care Licensing

150 North 18th Avenue, Suite 400
Phoenix, Arizona 85007-3244
Phone (602) 364-2539
Toll Free (800) 615-8555
Fax (602) 364-4768
<http://www.azdhs.gov/als/childcare/index.htm>

JANET NAPOLITANO, GOVERNOR
SUSAN GERARD, DIRECTOR

TO: PERSONS INTERESTED IN CHILD CARE LICENSING

FROM: OFFICE OF CHILD CARE LICENSING, ADHS

Thank you for your inquiry regarding information about the Office of Child Care Licensing (OCCL) and requirements for operating a child care facility in the state of Arizona.

A child care facility is any facility in which child care is regularly provided for compensation for five or more children.

As defined by state law, child care means "the care, supervision and guidance of a child or children, unaccompanied by parent, guardian or custodian, on a regular basis, for periods of less than twenty-four hours per day, in a place other than the child's or the children's own home or homes."

OCCL was established to ensure the health, safety and well-being of children in child care facilities. As such, OCCL is responsible for the development of adequate standards to address the physical space, equipment, programs and services, as well as the good character of all applicants and facility personnel.

A Child Care Licensing Surveyor is assigned to each facility to monitor compliance with departmental rules and regulations. All facilities licensed by the Department of Health Services are visited on a periodic basis, with at least one unannounced visit made annually. Further, a standard evaluation instrument is utilized by the Licensing Surveyor to determine compliance, as well as to ensure an equitable, consistent method of assessing licensed child care facilities.

OCCL is responsible for providing technical assistance, training of staff and investigating complaints for licensed and unlicensed activities.

Regional offices have been established in Flagstaff and Tucson with assigned surveyors available throughout the state. Files containing compliance evaluation reports, complaint reports, sanitation, fire safety and staffing reports are maintained in each office and are accessible to the public.

A surveyor is available Monday through Friday, from 8 a.m. until 5 p.m. to respond to inquiries and take complaints regarding alleged violations of state laws and/or child care rules. All complaints are investigated and the information is placed in the public file.

If you are interested in pursuing the licensing of a facility to provide child care, contact the Phoenix Office, (602) 364-2539, Tucson Office, (520) 628-6540 or Flagstaff Office, (928) 774-2707 and request the Child Care Facility Submittal Packet or log on to <http://www.azdhs.gov/als/childcare/index.htm>.

Thank you for your interest in the well-being of Arizona's most valuable resource - children.

Enclosures

TO: PERSONS INTERESTED IN CHILD CARE LICENSING

FROM: OFFICE OF CHILD CARE LICENSING, ADHS

Arizona Department of Health Service's Rule R9-5-201(A)(5)(e) requires that the initial applicant for licensing a center submit documentation of completion of the Department's training for new owners of child care centers prior to licensing.

This session will assist you in meeting the licensing requirements through step-by-step instructions and a review of the regulations. Information about available resources will be given to help you become a successful licensed child care provider.

Trainings will be conducted at three locations in the state. Please complete the information below and return the form to the office location indicated. **CALL A WEEK PRIOR TO THE SESSION TO CONFIRM YOUR REGISTRATION.** Contact the Tucson Office for trainings offered in Yuma.

Thank you for your continued interest.

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OFFICE OF CHILD CARE LICENSING
150 NORTH 18TH AVENUE, SUITE 400
PHOENIX, ARIZONA 85007
Phone: (602) 364-2539

Fax: (602) 364-4768

OFFICE OF CHILD CARE LICENSING
400 WEST CONGRESS, SUITE 100
TUCSON, ARIZONA 85701
Phone: (520) 628-6540

Fax: (520) 628-6537

OFFICE OF CHILD CARE LICENSING
1500 EAST CEDAR AVENUE, SUITE 22
FLAGSTAFF, ARIZONA 86004
Phone: (928) 774-2707

Fax: (928) 774-2830

NAME: _____

ADDRESS: _____ CITY: _____ ZIP: _____

TELEPHONE: _____

I am planning to attend a child care licensing training on _____, at _____.
(date) (location)

**STATEWIDE CHILD CARE CENTERS TRAININGS
DATES, TIMES AND LOCATIONS**

PHOENIX - 9:30 a.m. to 2:00 p.m., at 150 North 18th Avenue, Suite 400 Training Room.
*Bring lunch and drink – there are no vending machines available. Registration begins at 9:00 a.m.
Free parking is provided on the first level in the Parking Garage across from our building.*

January 24, 2006	May 23, 2006	September 26, 2006
February 28, 2006	June 27, 2006	October 24, 2006
March 28, 2006	July 25, 2006	November 21, 2006
April 25, 2006	August 22, 2006	

MAIL OR FAX REGISTRATIONS FOR PHOENIX TO:

Arizona Department of Health Services
Office of Child Care Licensing
150 North 18th Avenue, Suite 400
Phoenix, Arizona 85007
Phone: (602) 364-2539
Toll Free: (800) 615-8555
Fax: (602) 364-4768

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TUCSON - 8:30 a.m. to 12:30 p.m., at 400 West Congress, Room 158
Free parking in the Parking Garage adjacent to our Complex.

February 8, 2006	May 10, 2006	September 13, 2006	November 15, 2006
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MAIL OR FAX REGISTRATIONS FOR TUCSON TO:

Arizona Department of Health Services
Office of Child Care Licensing
400 West Congress, Suite 100
Tucson, Arizona 85701
Phone: (520) 628-6540
Toll Free: (800) 615-8555
Fax: (520) 628-6537

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FLAGSTAFF - 1:00 p.m. to 5:00 p.m. at 1500 East Cedar Avenue, Suite 22, Flagstaff.

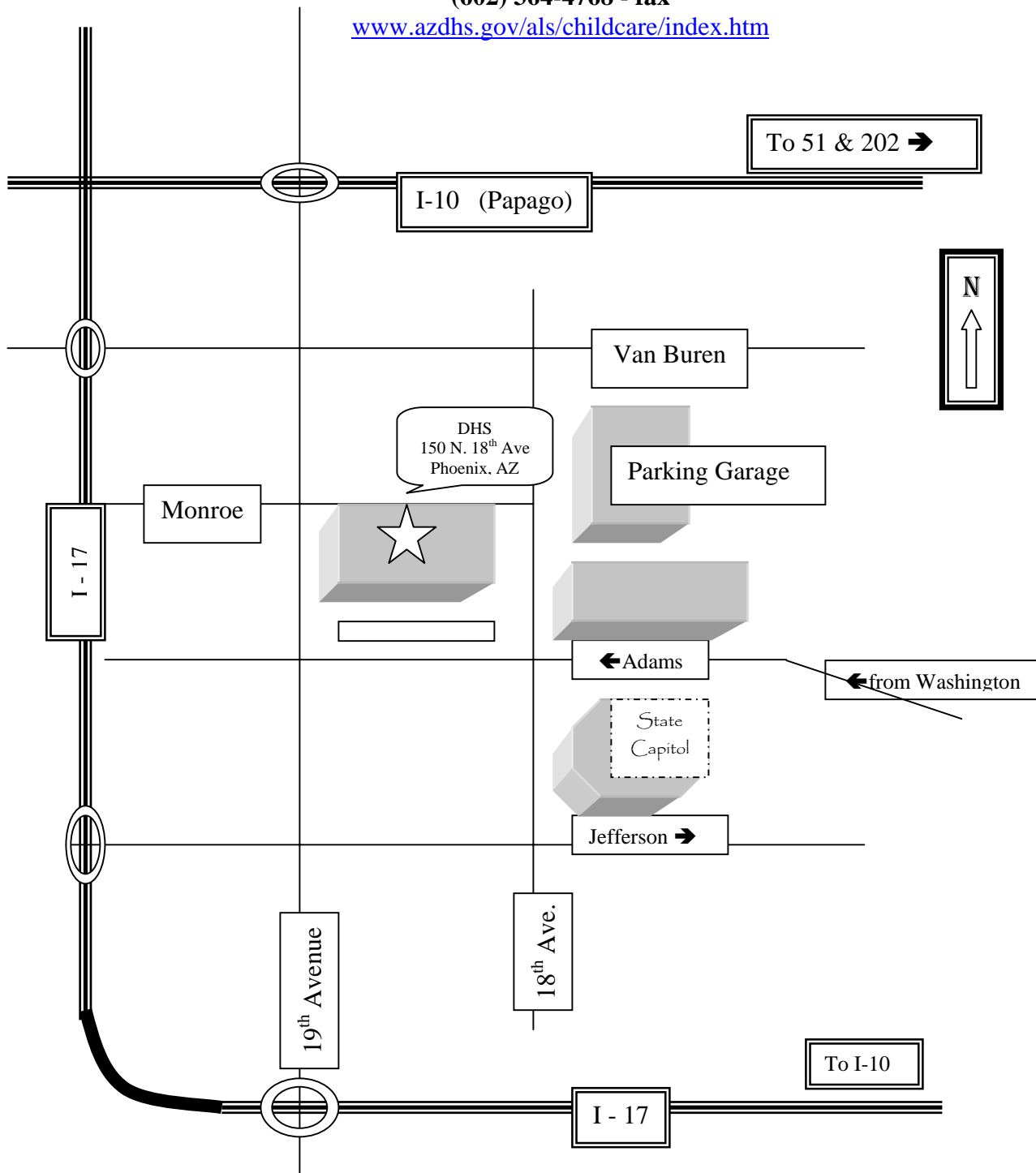
January 19, 2006	March 16, 2006	May 18, 2006	August 17, 2006	October 19, 2006
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MAIL OR FAX REGISTRATIONS FOR FLAGSTAFF TO:

Arizona Department of Health Services
Office of Child Care Licensing
1500 East Cedar, Suite 22
Flagstaff, Arizona 86004
Phone: (928) 774-2707
Toll Free: (800) 615-8555
FAX: (928) 774-2830

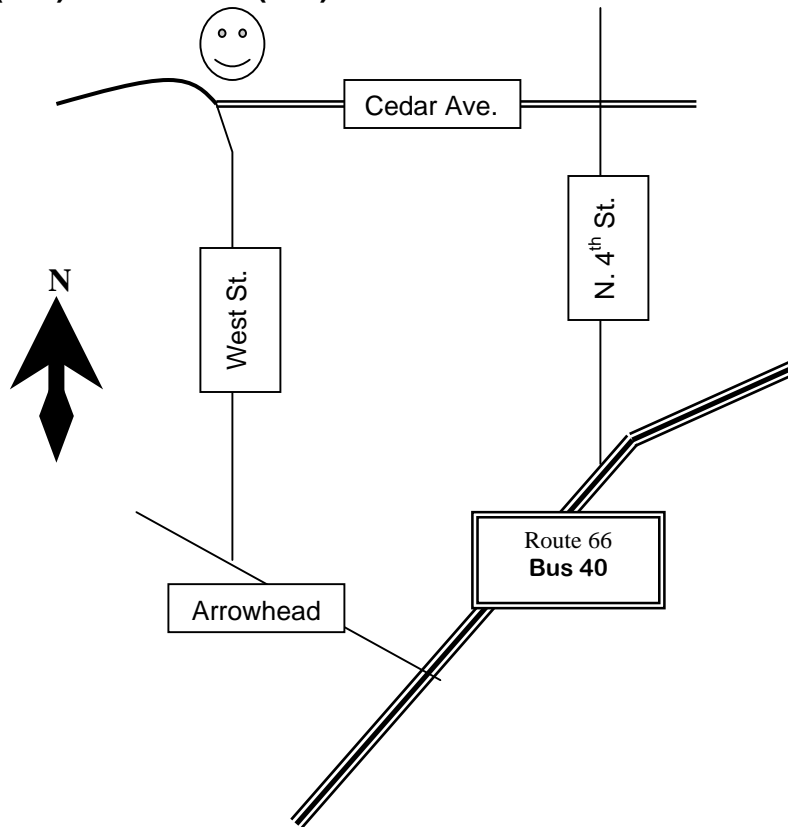
Arizona Department of Health Services
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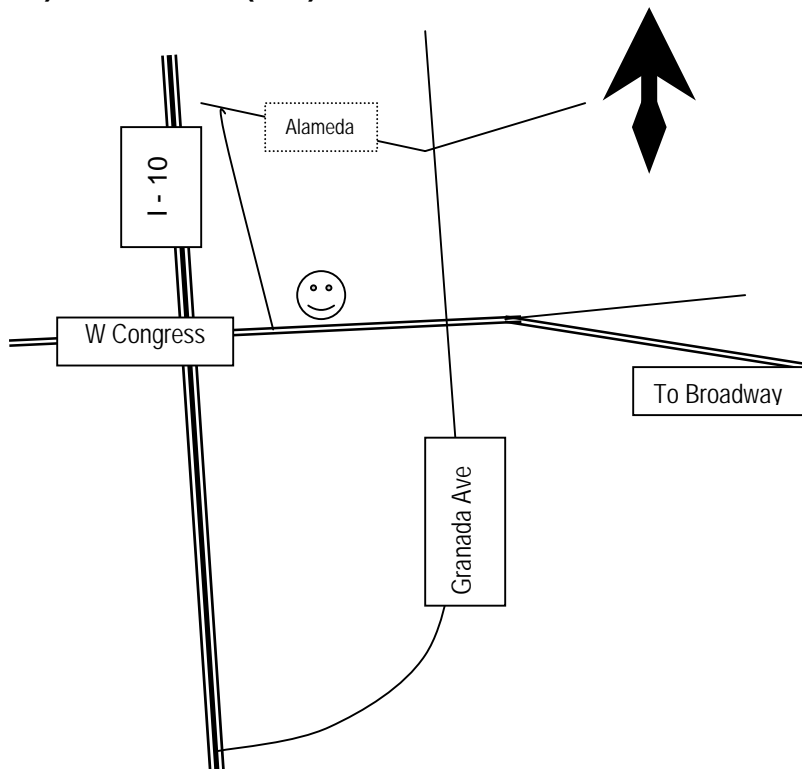
Free public parking is available on the first floor of the parking garage across the street to the East of 150 N. 18th Ave. Entrance to the garage is directly off Monroe.

Office of Child Care Licensing 1500 East Cedar Avenue, #22 Flagstaff, AZ 86004
(928) 774-2707 (928) 774-2830 fax



Route 66/ Bus 40 to Arrowhead Take Arrowhead to West Street and turn right (north). North to Cedar; cross Cedar to the Safeway Shopping Center. Office is located in Suite 22.

Office of Child Care Licensing 400 West Congress, #100 Tucson, AZ 85701
(520) 628-6540 (520) 628-6537 fax



Exit I-10 at W. Congress Street. After crossing the railroad track, the parking ramp (longer term) and roadway to short-term parking are located on the north side of the street, to the west of our building.